### **KEC has worked for us!**

### Dant Clayton Corporation

"Dant Clayton Corporation is very excited about the possibilities offered by the WorkKeys® program. The assessment component is workplace-grounded (versus an academic focus). We are considering factoring the assessment into our current employee selection process. I have every confidence that this excellent program will serve to improve our individual workforce as well as assist Dant Clayton to focus on our people."

John Holzapfel, Director of HR,
Dant Clayton Corporation

### Paragon Door

"We have used WorkKeys® as a screening tool for hiring and promotion. The job profiles and the related assessments have enhanced our ability to identify qualified candidates who have the skills and abilities that match job requirements."

– Scot Maggard, Paragon Door

# The Kentucky Employability Certificate is endorsed by:

Kentucky Chamber of Commerce

Council on Postsecondary Education

Kentucky Community and Technical College System

Associated Industries of Kentucky

Kentucky Education Cabinet

Kentucky Adult Education

Kentucky Society for Human Resource Management

Kentucky State District Council of Carpenters



## **CONTACT INFORMATION**

# The Employer's Guide to the

# **Kentucky Employability Certificate**





# Are you making the best hiring and promotion decisions? The KEC can help!



# What's your most valuable resource?

Your employees, right? Do you have a reliable method for hiring and keeping the best employees? The KEC can help!

### What is the Kentucky Employability Certificate?

The Kentucky Employability Certificate (KEC) verifies skill levels of job applicants and existing employees so you can hire and promote with confidence. The certificate measures three WorkKeys® assessments: Reading for Information, Applied Math, and Locating Information.

To earn a Kentucky Employability Certificate, a person must take all three assessments. A certificate is then awarded in either of two levels: a Silver certificate for a score of 4 on all three assessments or a Gold certificate for a score of 5 on all three assessments.

### **How can the KEC work for me?**

The Kentucky Employability Certificate (KEC) provides employers with workers who have documented skill proficiencies that are directly aligned to their jobs. The KEC helps create a pool of certified applicants whom employers can hire with confidence.

The KEC measures WorkKeys<sup>®</sup> assessments, which were developed by the nationally-recognized ACE organization to:

- Define measurable skill requirements for specific jobs
- Take the guesswork out of the hiring process
- Reduce recruitment costs
- Establish legal defensibilty in the selection process
- Match new employees to the most appropriate job
- Reduce turnover, overtime, and waste
- Develop focused training initatives for your employees



# The KEC offers three proven strategies to guarantee you make the right decisions.

#### 1 · Job Profiling

Authorized profilers work with your experienced employees to evaluate the key requirements for specific jobs in your organization through a process called job profiling.

#### 2 · Skill Assessments

Profilers can give WorkKeys® assessments to your job applicants and current employees to pinpoint their current skill levels.

#### 3 · Pre-Qualified Employees

When a potential employee has a Kentucky Employability Certificate, you'll know that this person is skilled and ready to work.

